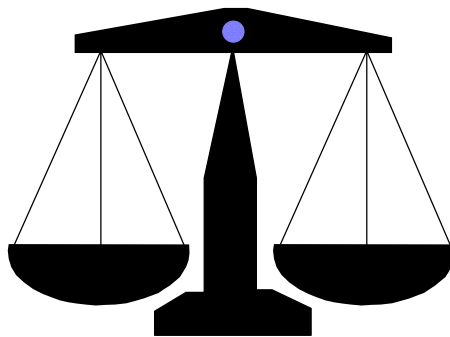


# **Riverside Superior Court Criminal Case & Calendar Information**



# Criminal Case & Calendar Information

Welcome to Riverside Superior Court's Public Access to Case Information.

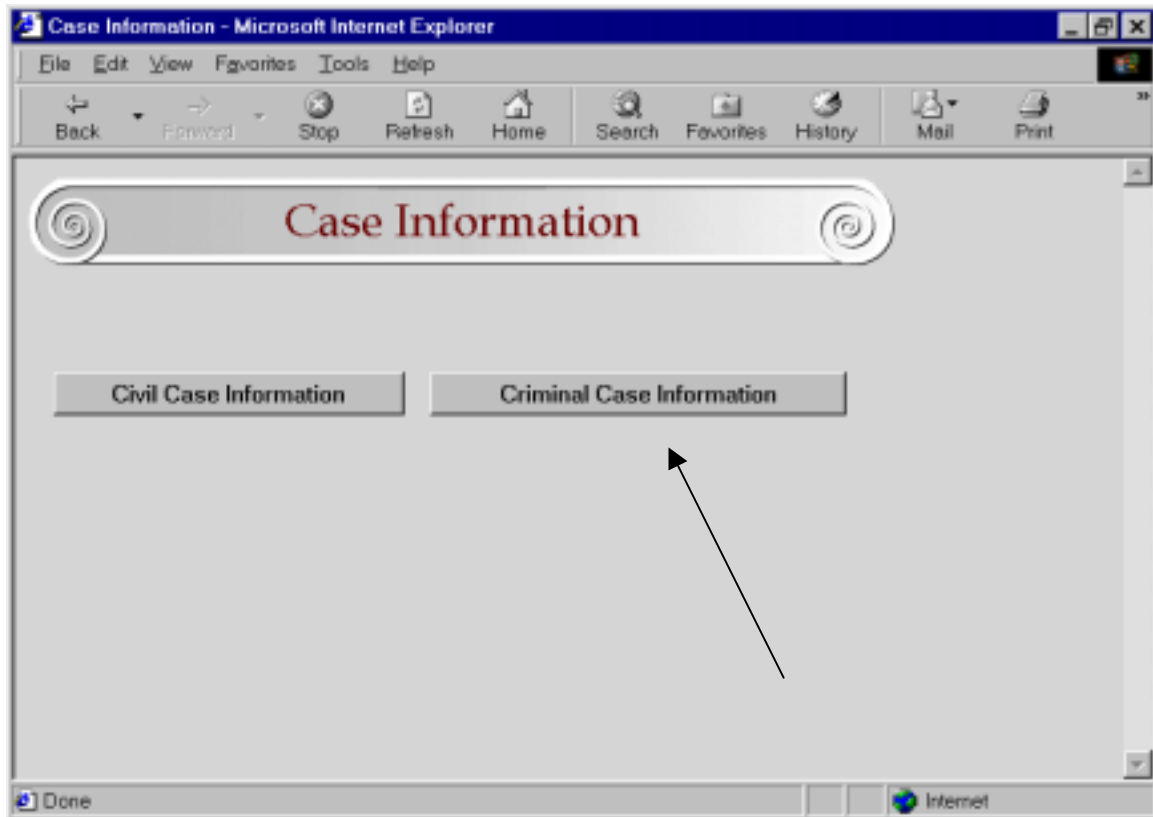


Figure 1

Step 1: To access Criminal click on the **Criminal Case Information** button.

Step 2: Use the drop down menu to select the court. You can accomplish this by clicking on the down arrow to the right of the box/field labeled court.

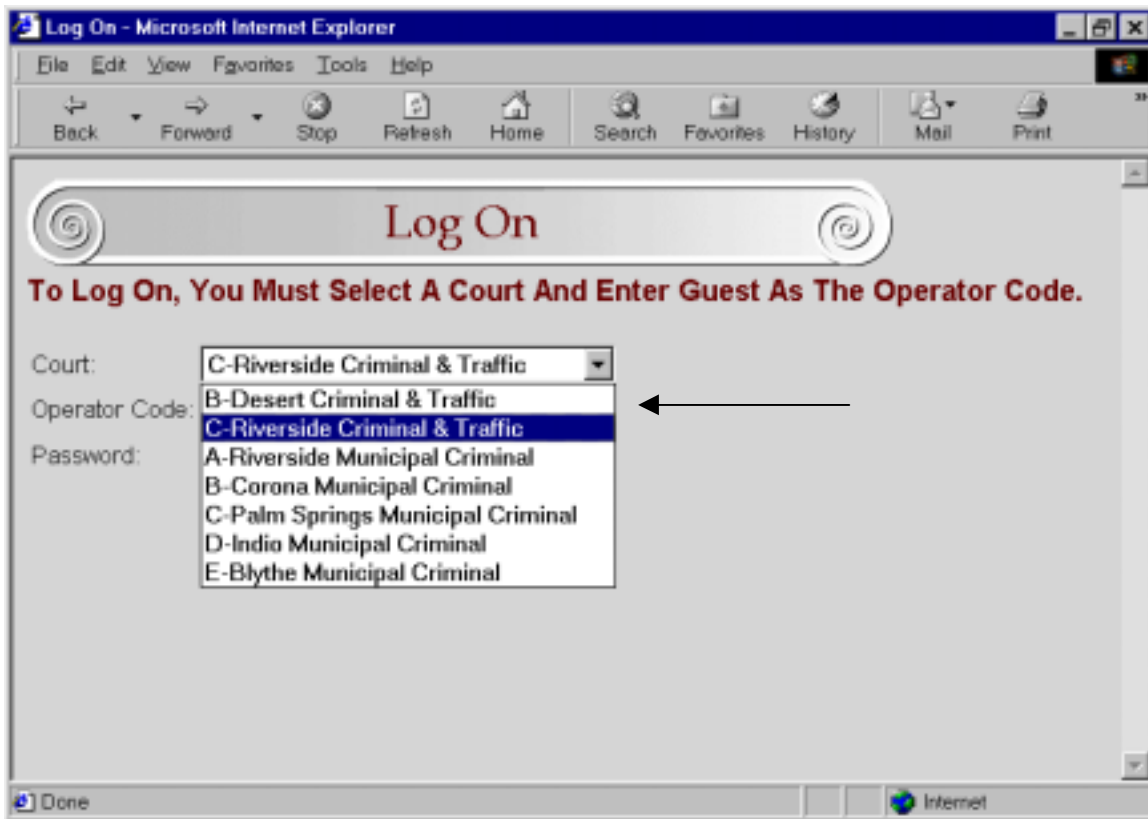
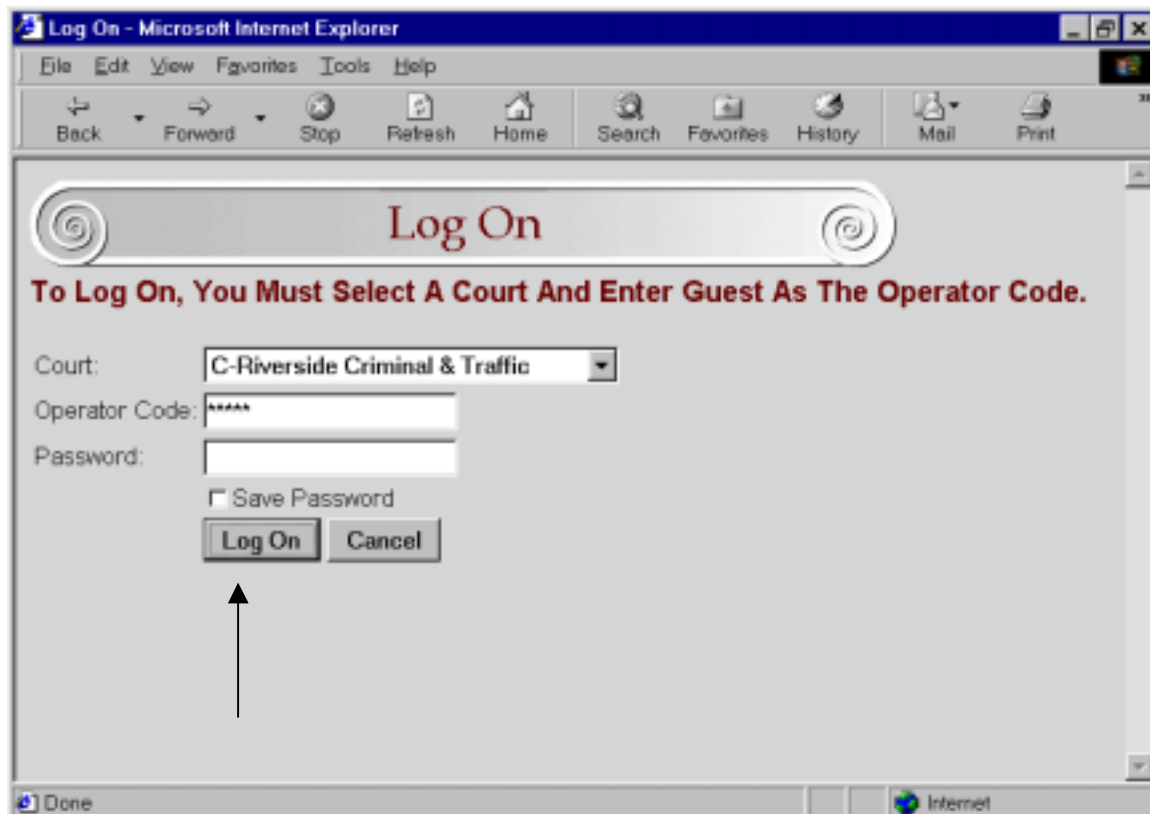


Figure 2

Step 3: Enter the Operator Code **GUEST** – no password is required, click on the **Log On** button.



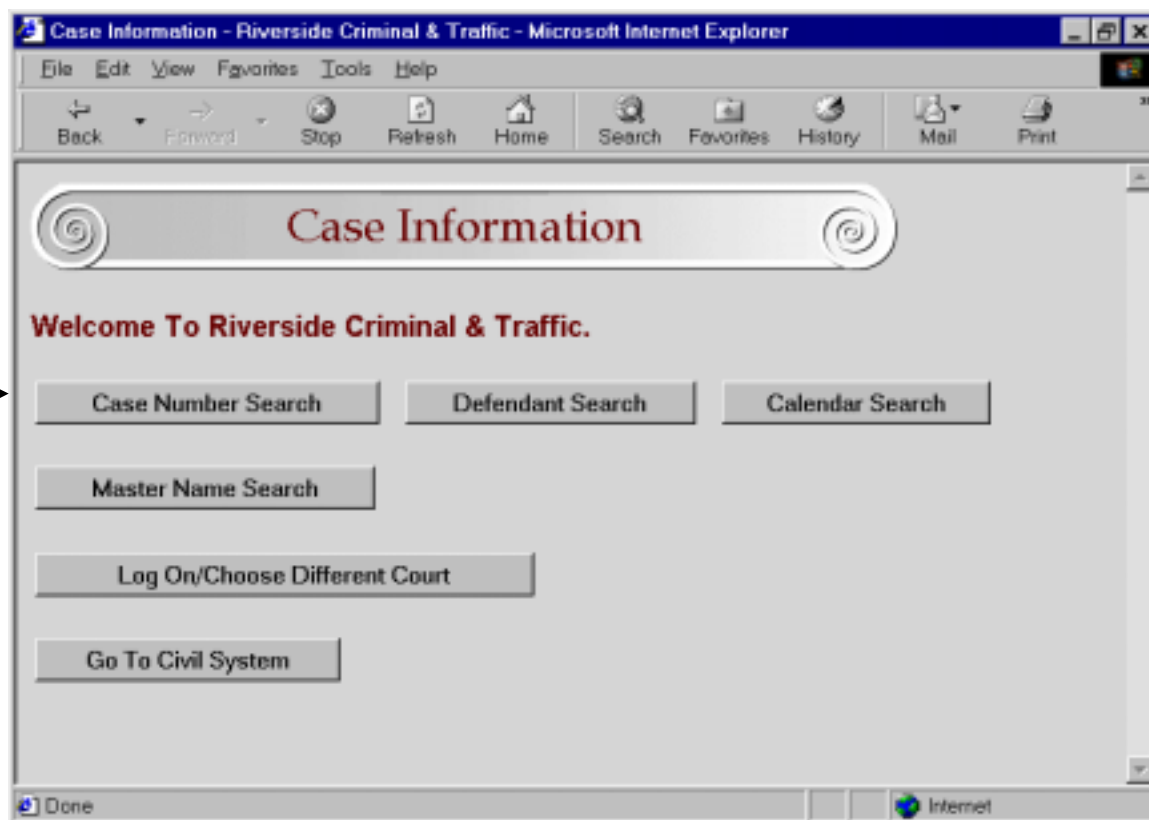
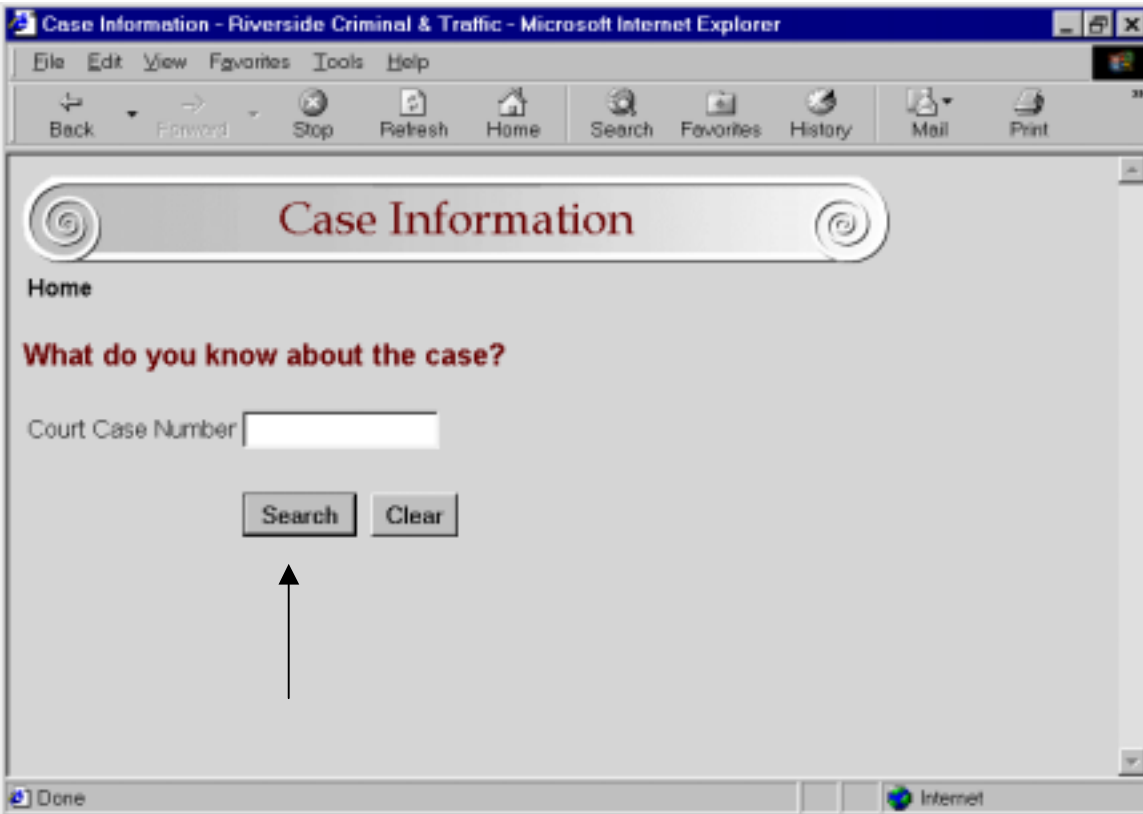


Figure 4

Step 4: If you know a specific case number select the **Case Number Search** button.

If not, refer to page 18 for **Name Search**.

Step 5: Enter the court case number. Please note: If the case number includes any letters be sure you include them.



The screenshot shows a web browser window titled "Case Information - Riverside Criminal & Traffic - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for "Back", "Forward", "Stop", "Refresh", "Home", "Search", "Favorites", "History", "Mail", and "Print". The main content area has a header with the text "Case Information" in a large, red, serif font, flanked by decorative swirls. Below the header, the word "Home" is displayed. The main heading is "What do you know about the case?" in a red, serif font. Underneath, there is a label "Court Case Number" followed by a text input field. Below the input field are two buttons: "Search" and "Clear". A black arrow points from the left margin to the "Court Case Number" input field. Another black arrow points from below the "Search" button upwards towards it. The status bar at the bottom shows "Done" on the left and "Internet" on the right.

Figure 5

Step 6: Click on the **search** button.

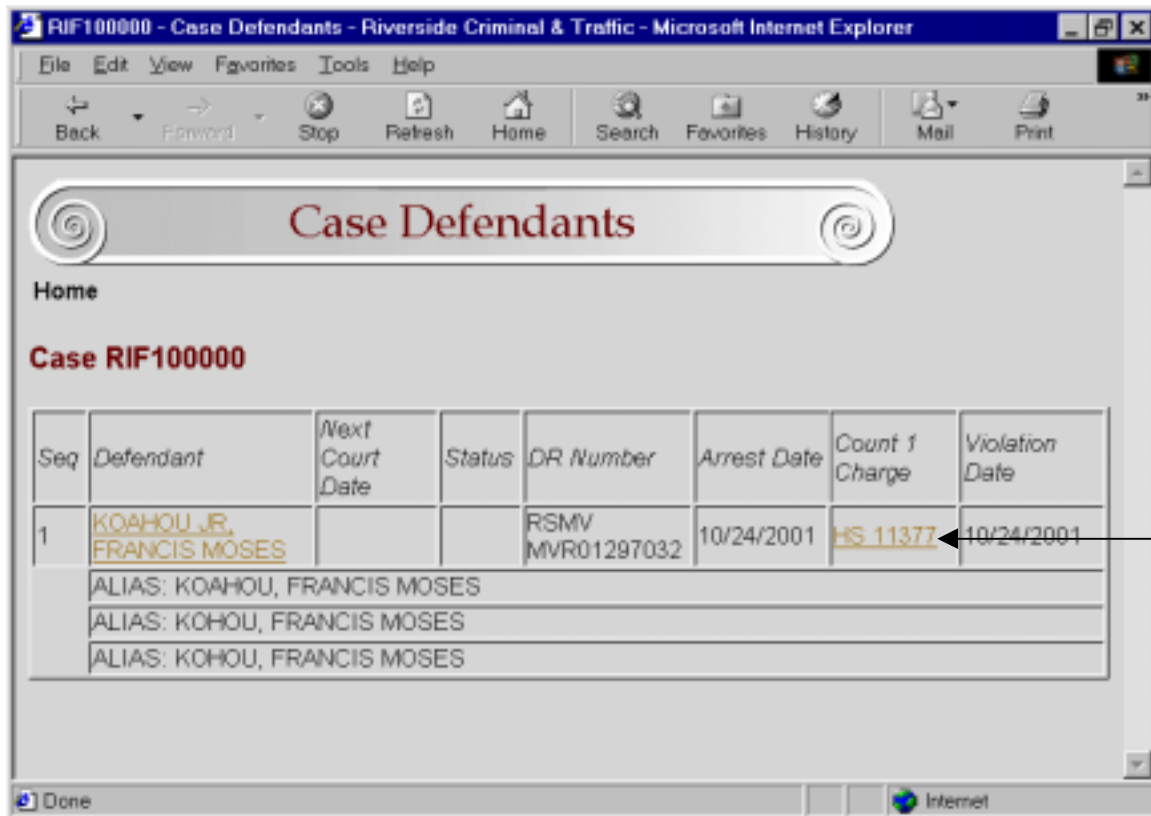


Figure 6

The **Case Defendants** screen will appear listing all defendants on the case, their aka's, next court date- if applicable, defendants status, deputy's report number, arrest date, count number and charge, and violation date.

Step 7: If you click on the defendant's name the **Defendant Status** window will appear. (See figure 7)

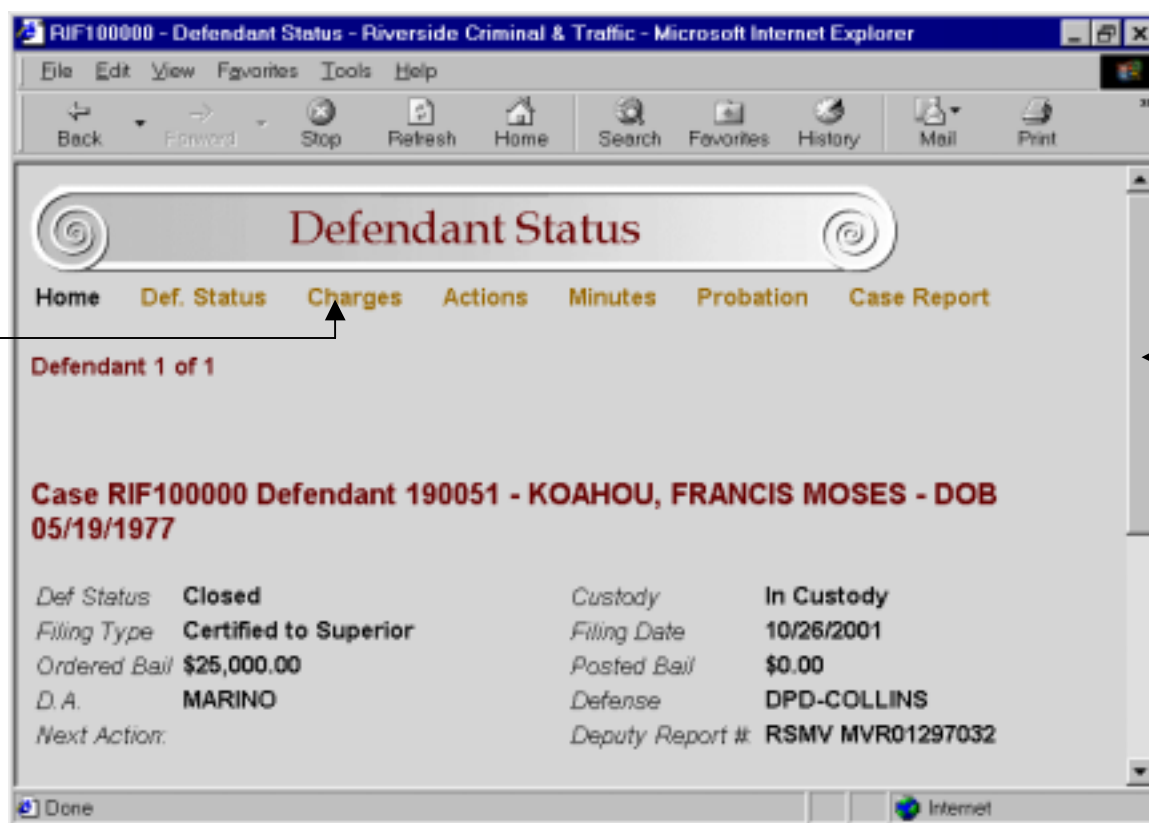


Figure 7

If you scroll down the page the warrant status, sentencing and probation information can be viewed. (See Figure 8)

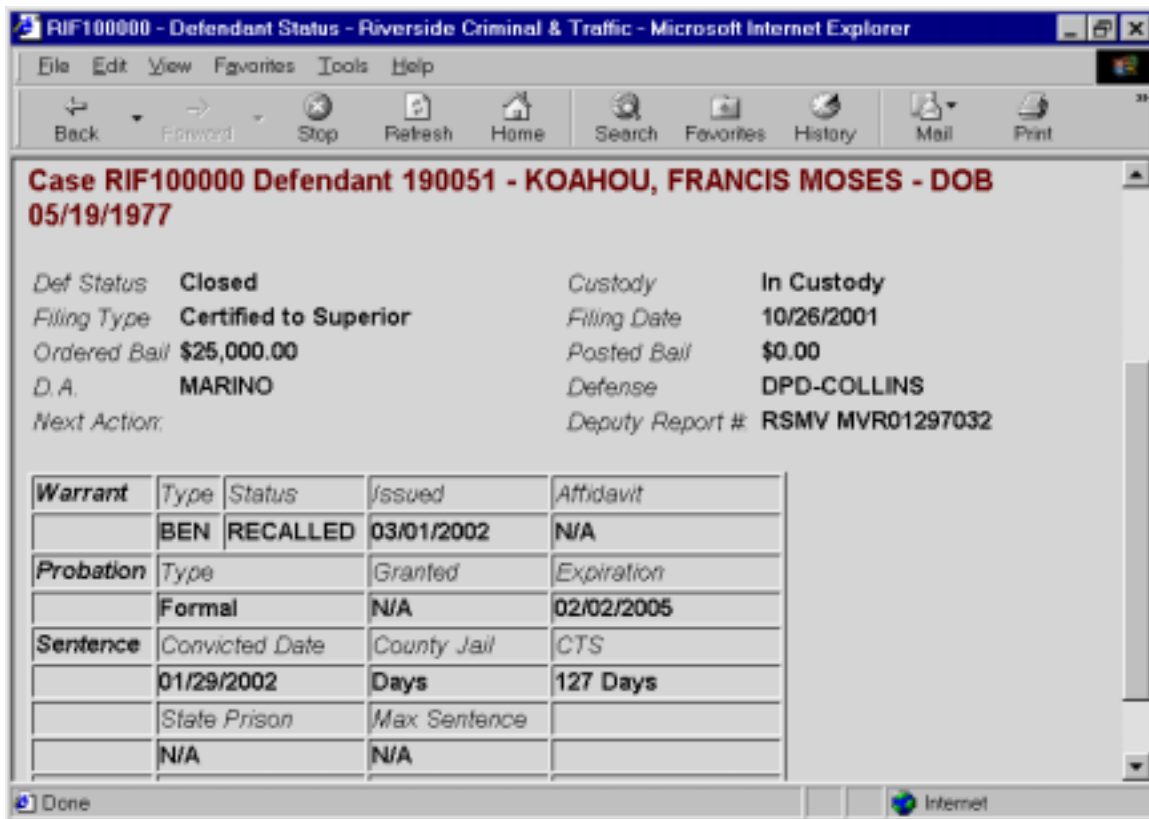


Figure 8

Step 8: From the Defendant Status window you can click on the **Charges** link at the top of the page to access the **Charges** filed against the defendant on that case. (See Figure 7)

The charge window will display as shown in Figure 9.



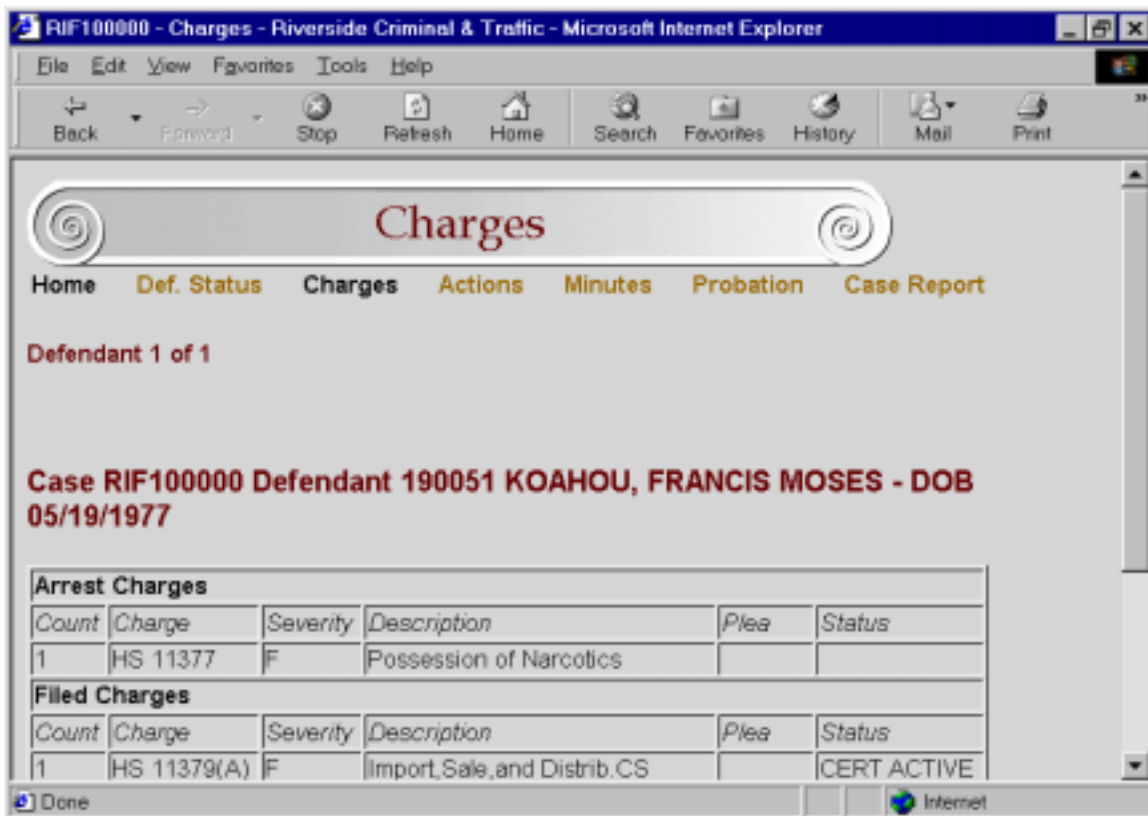


Figure 9

Again, scroll down to see all the charges listed along with status.

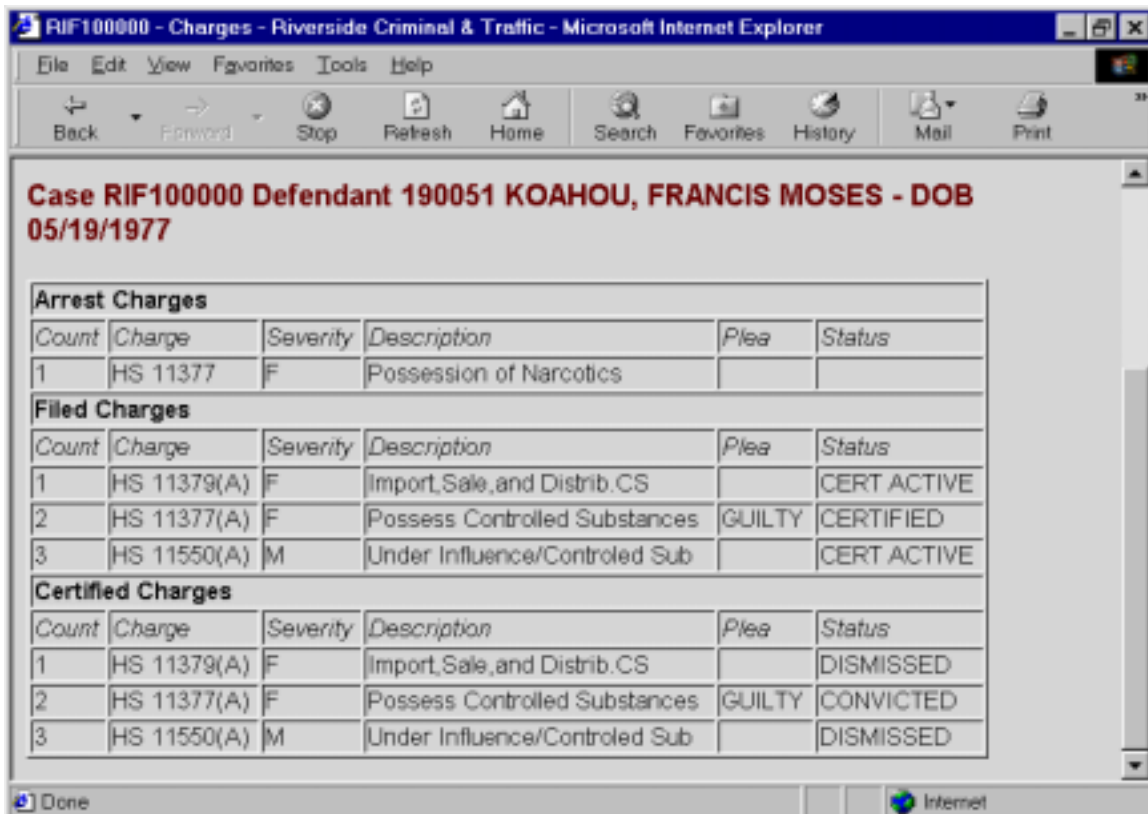


Figure 10

Step 9: You can go directly to the **Charges** window from the **Defendant Status** window.  
(See Figure 6)

Once you have accessed the case through the **Defendant Status** page or the **Charges** page you can then navigate through the case by clicking on the options listed at the top of the page. (e.g. Home, Def. Status, Charges, Actions, Minutes, Probation, Case Report)

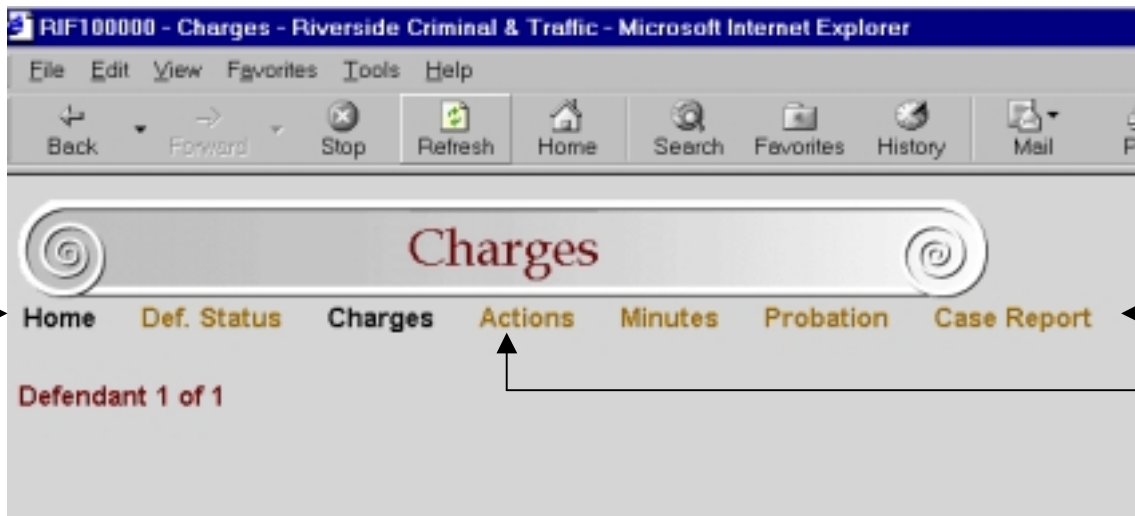


Figure 11

Step 10: Select **Actions** from the options listed above and the following page will display. (See Figure 12)

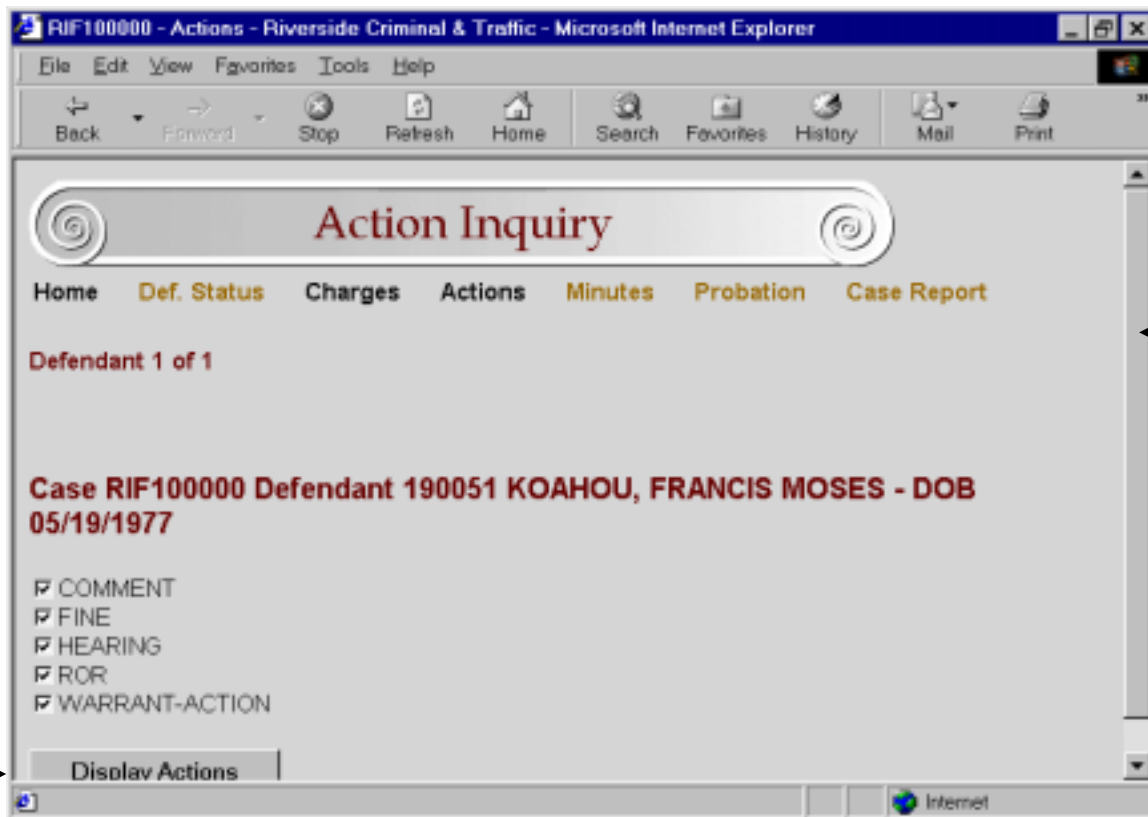


Figure 12

Using the scroll bar will allow you to click on the **Display Actions** button.

The actions will display in chronological order with the most current date displaying first.

Step 11

Actions

Home Def. Status Charges Actions Minutes Probation Case Report

Defendant 1 of 1

Case RIF100000 Defendant 190051 KOAHOU, FRANCIS MOSES - DOB 05/19/1977

Move To This Date

Action Date	Action Text	Disposition	Hearing Type
03/03/2003 N/A DEPT. 34	SUBSTANCE ABUSE PROGRAM DISMISSAL HEARING	VACATED	
05/09/2007 N/A	SUBSTANCE ABUSE PROGRAM PROGRESS		

Scroll Bar

Figure 13

Use the scroll bar on the right to view all the actions.

Step 11: To view the minutes of the case select **Minutes** from the list of options at the top of the any page. (See figure 13) The **Minutes** window will appear. (See Figure 14)

Step 12: Click on the down arrow at the end of the **action** box so that the drop down list will appear.

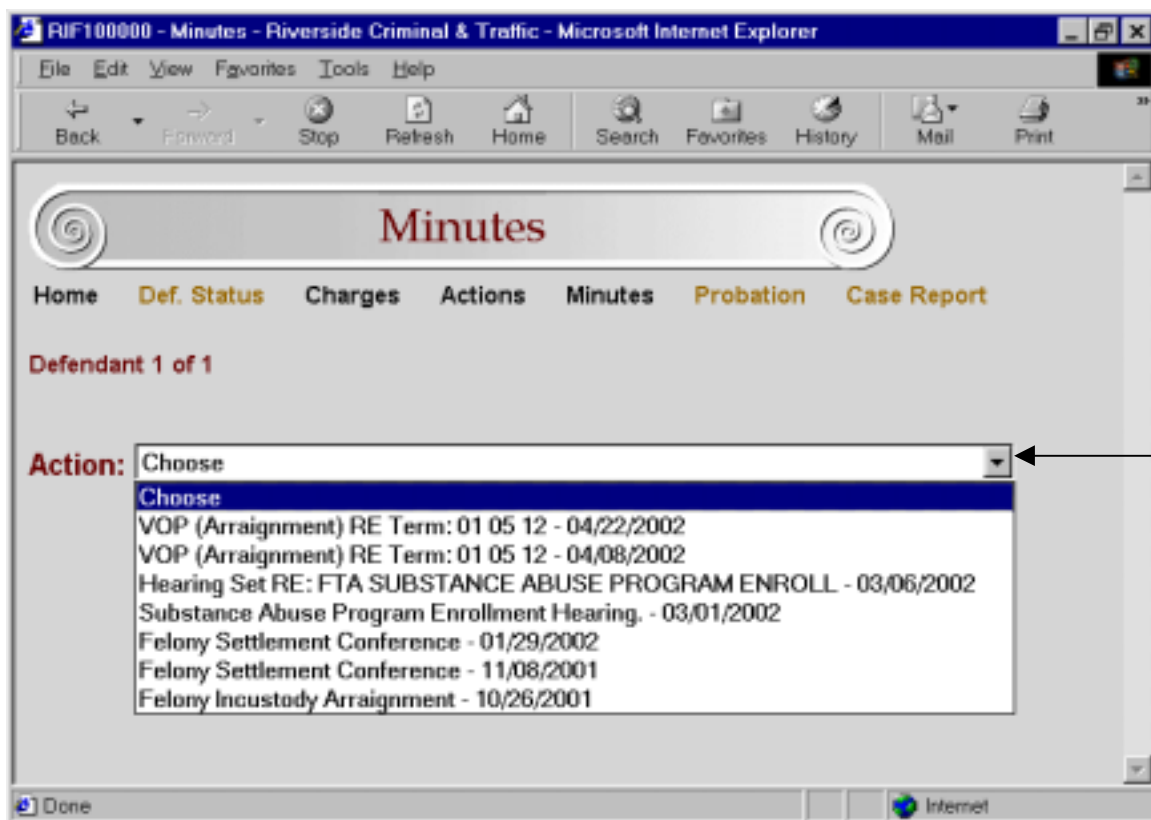


Figure 14

Step 13: Select the appropriate hearing of the minutes you wish to view.

The minutes will appear.

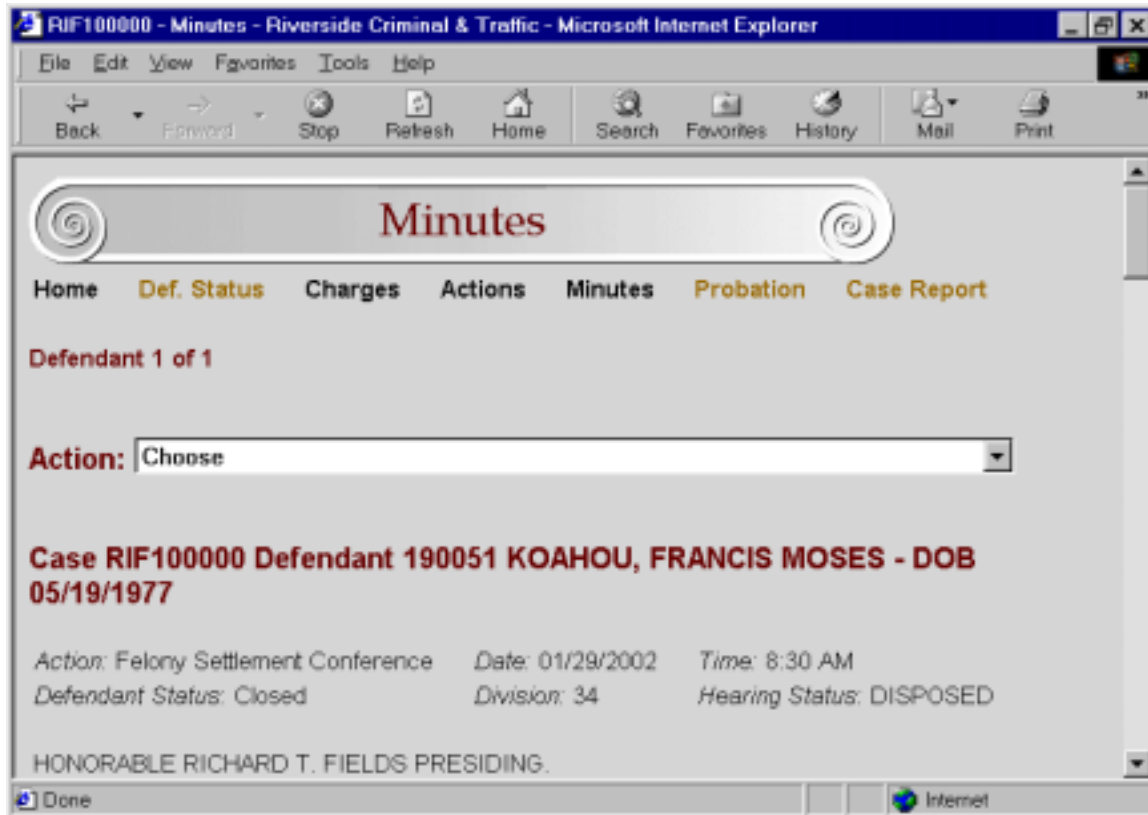


Figure 15

Use the scroll bar on the right to view all the minutes.

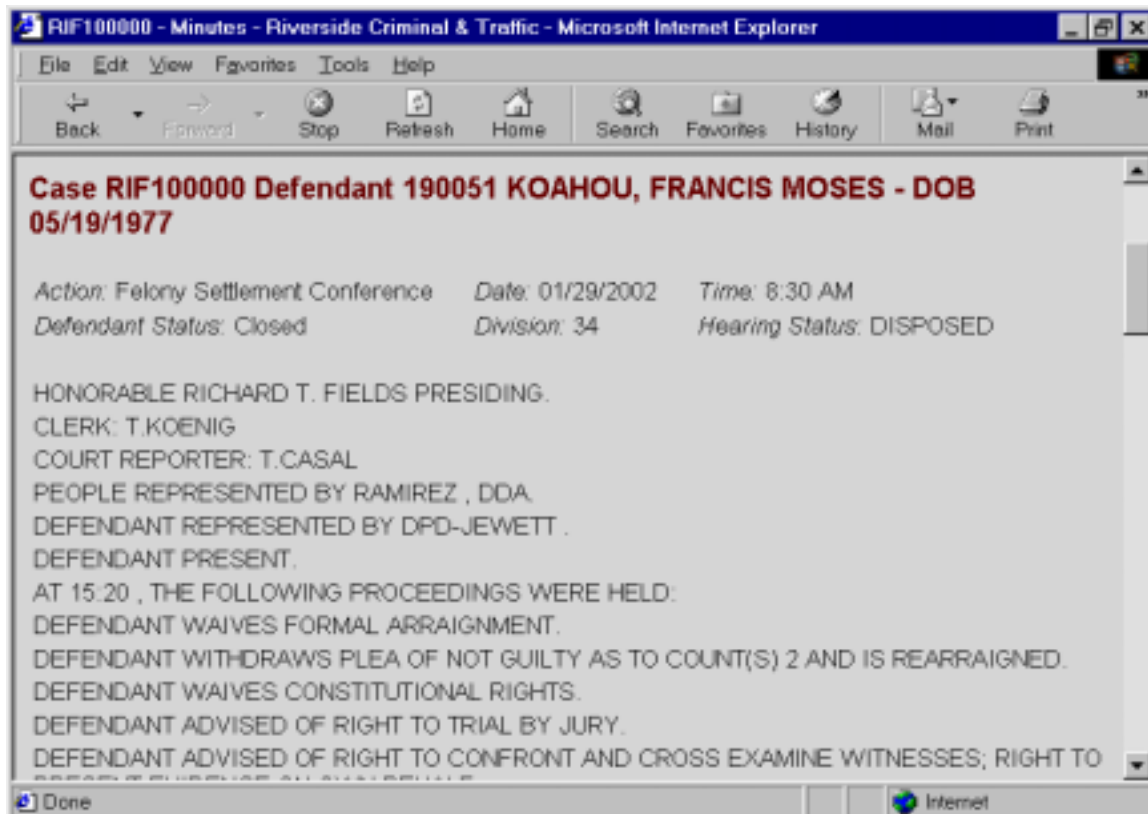


Figure 16

Step 14: To view the probation terms select the **Probation** link located at the top of any page. The Probation Window will appear.

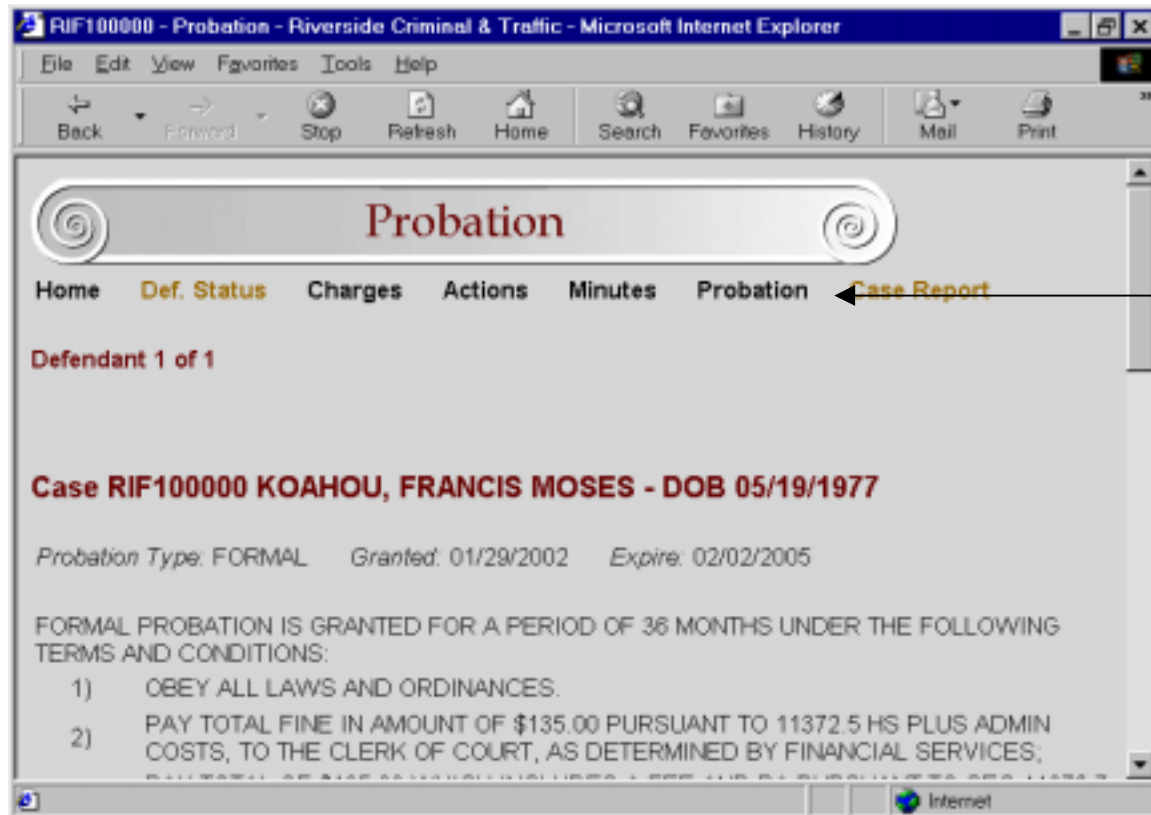


Figure 17

Use the scroll bar on the right to view all the probation terms.

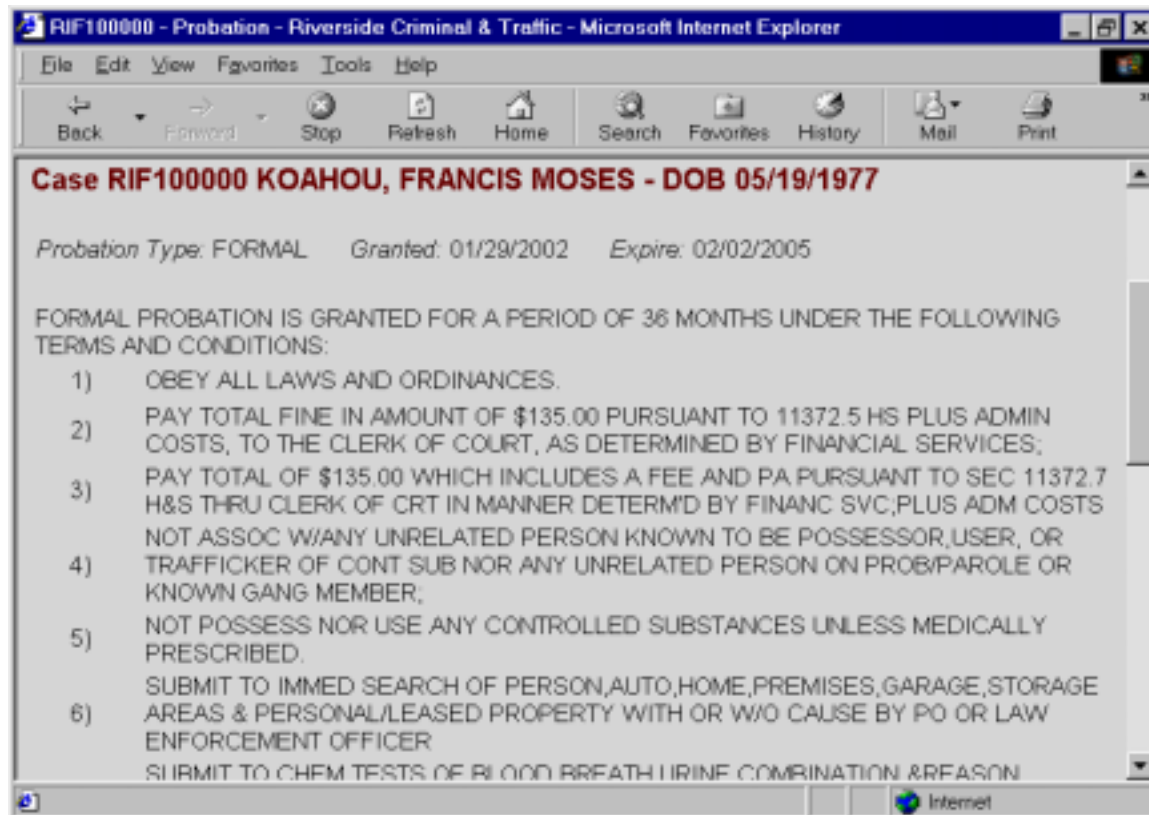


Figure 18

The **Case Report** link located at the top of any page allows the user to print the case register with the functionality of allowing the user to select specific information to print on the report. The page will appear as shown below. (See Figure 19)



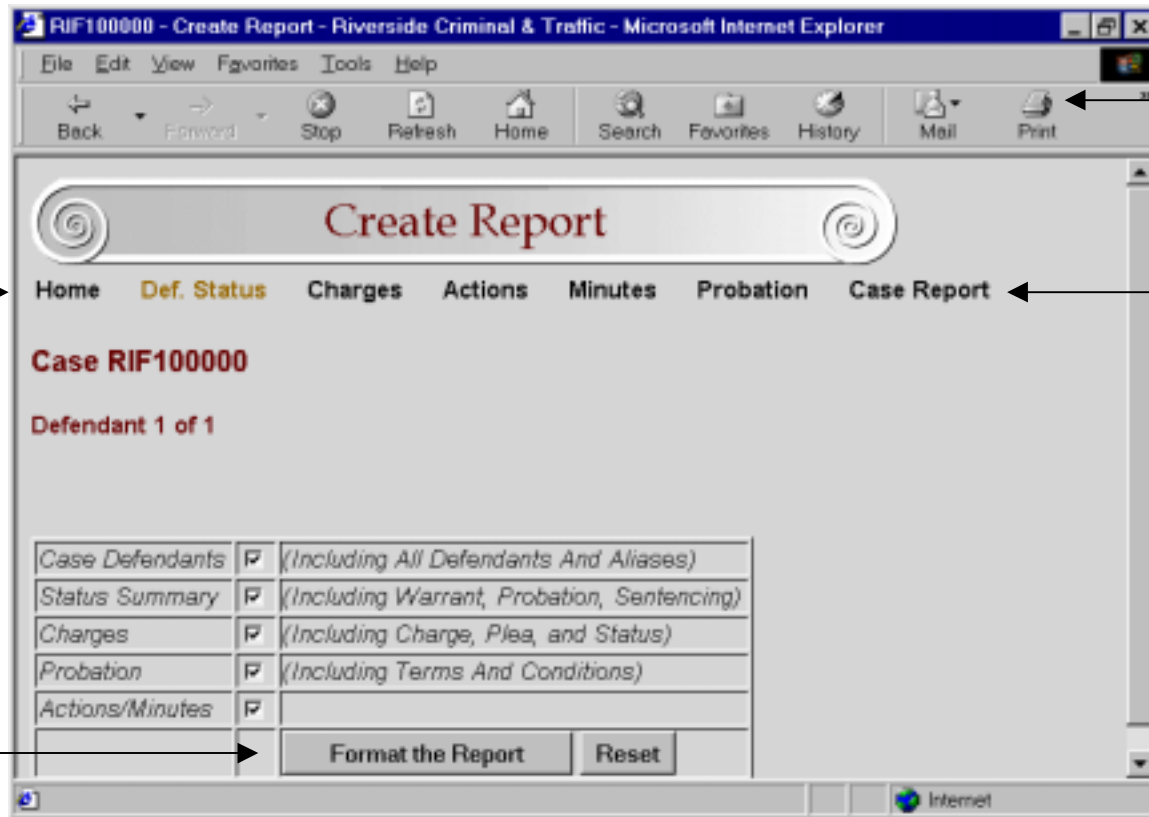


Figure 19

Step 15: Use the scroll bar on the right side of the page if necessary. By default all boxes are checked, but you can click in the appropriate boxes for the information you wish to display. Next click on the **format the report** button.

To print the report click on the **print button** within the browser you are using. The print button is located at the top of the page in your tool bar.

To return to the starting point of Criminal Case Information click on the **Home** menu option at the top of the page.

# Accessing a Case by Name

Step 1: To access a case by name click on the **Defendant Search** button from the **Home** screen also known as the **Case Information** screen.

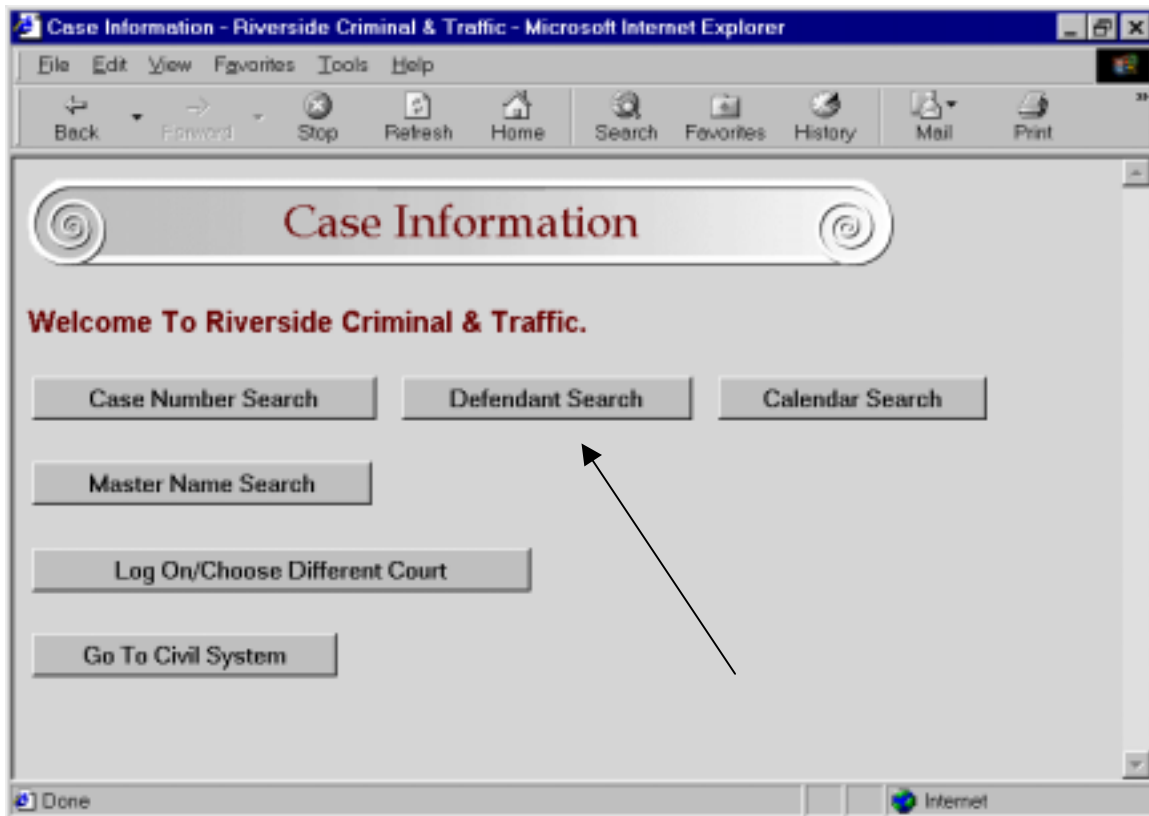


Figure 1

Step 2: Click on the **Defendant Search** button.

Case Information - Riverside Criminal & Traffic - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

## Case Information

Home

### What do you know about the case?

Defendant Name - Last  First  M.I.

Driver's License Nbr  State:  Citation

DR Number  Booking

*Please qualify your search further by specifying one or more of the following:*

Filed Date  through

Limit results to  items

Done Internet

Figure 2

Step 2: Enter the defendant's last name. Using the **tab** key enter the first name next.

It is sufficient to only enter the parties last and first names to search the database.

Step 3: Once you have entered the parties name click on the **Search** button.



Use the scroll bar on the far right side of the window to view the complete listing of names retrieved in the query.

Step 4: To view a specific case click on the corresponding charge code located in the **Count 1 – Charge** column on the right side of the window.

The **Charges** of the defendant page will appear.

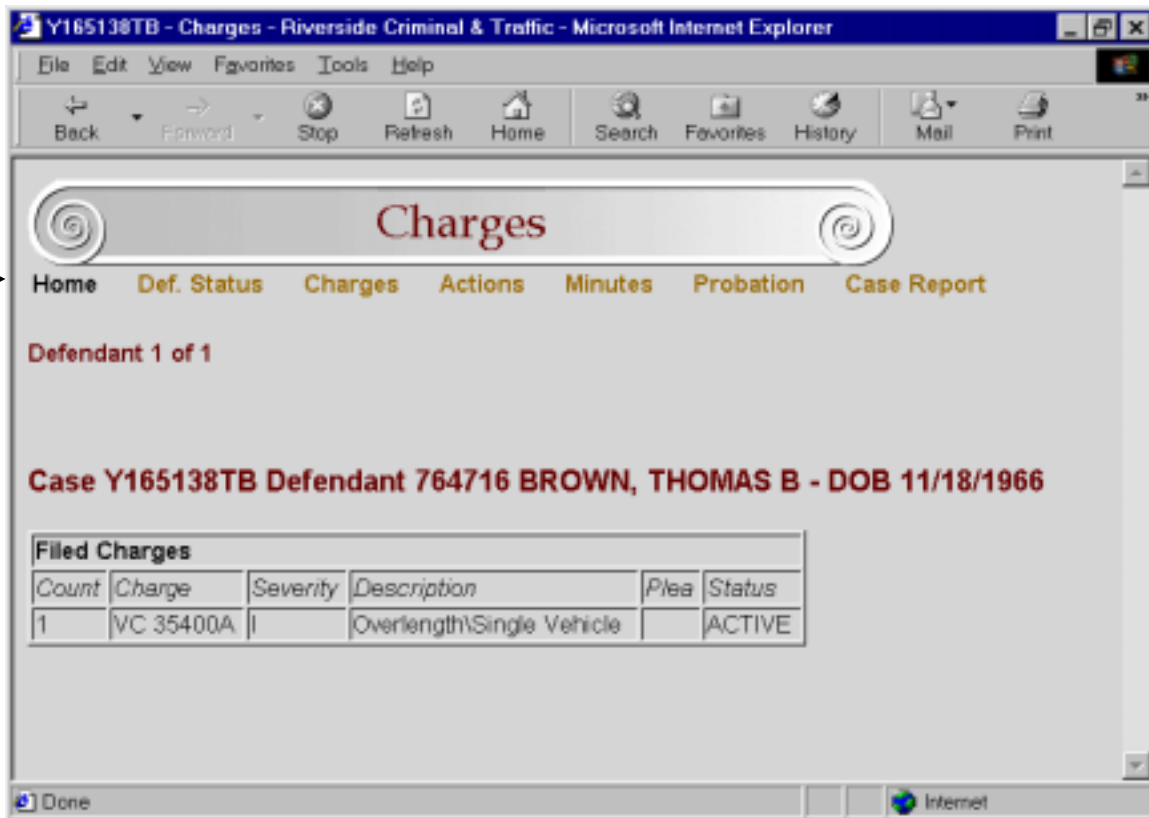


Figure 4

Step 5: To further navigate through the case click on the options listed in light brown text below the **Charges** header.

## Viewing Criminal Calendars

Step 1: To access Criminal calendars start on the **Home** page of Criminal Case Information.

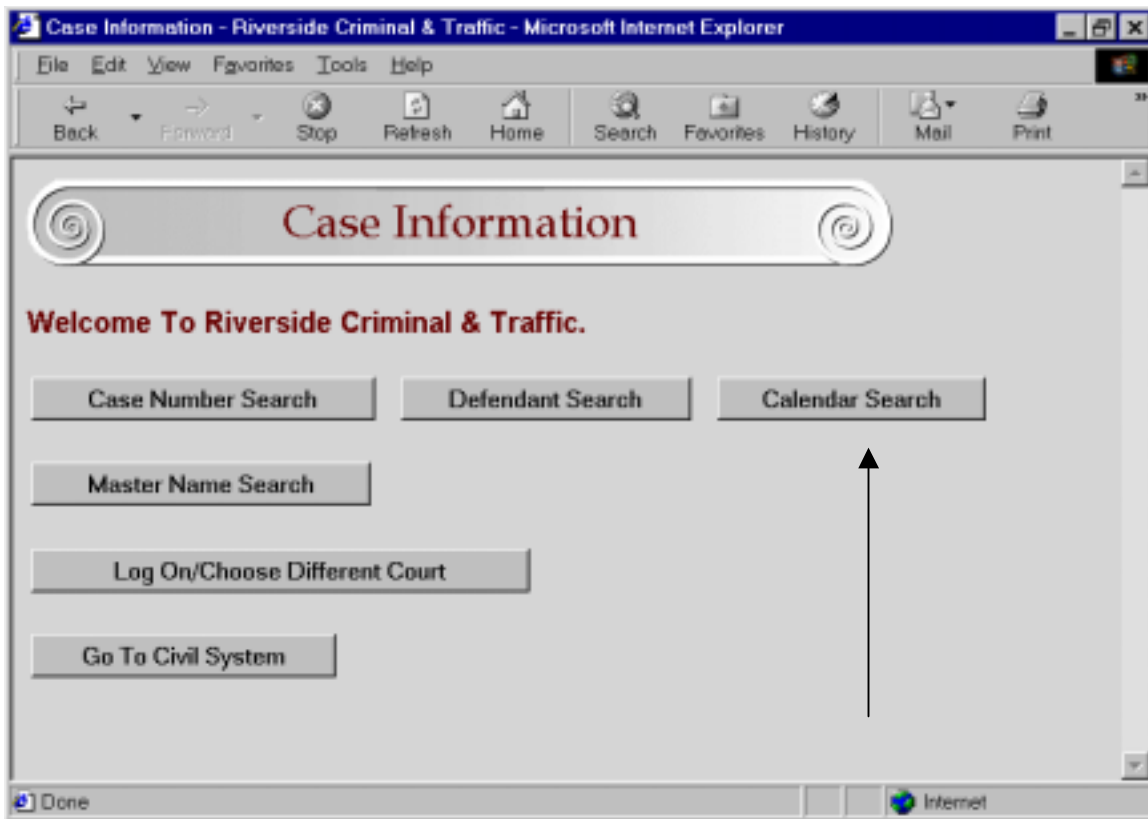


Figure 1

Step 2: Click on the **Calendar Search** button.

A calendar will display as shown below in Figure 2.

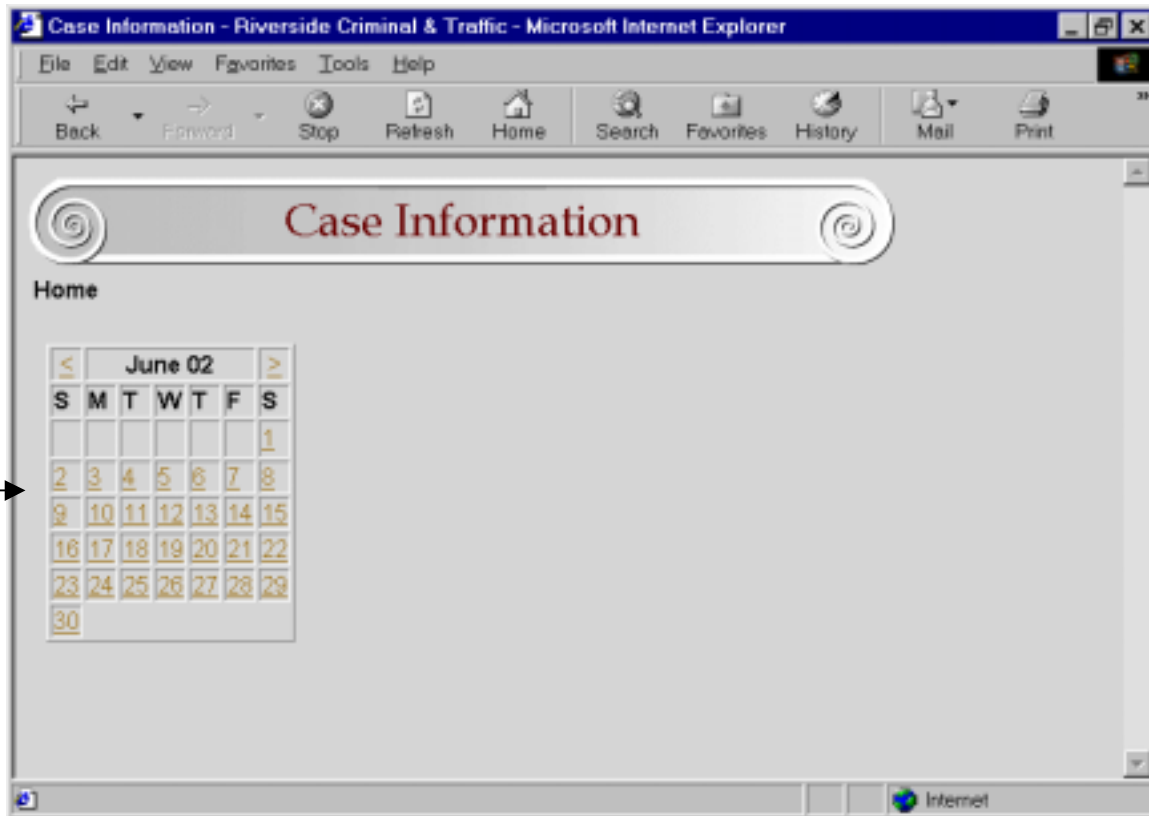


Figure 2

Step 3: Select the calendar date you desire to view by clicking on the appropriate date.

Step 4: Select the department you desire to view by clicking on the down arrow in the department field. Use the scroll bar to view all departments.



Figure 3



Once you select the department, the Criminal calendar will display all cases scheduled for hearing on that date in that department.

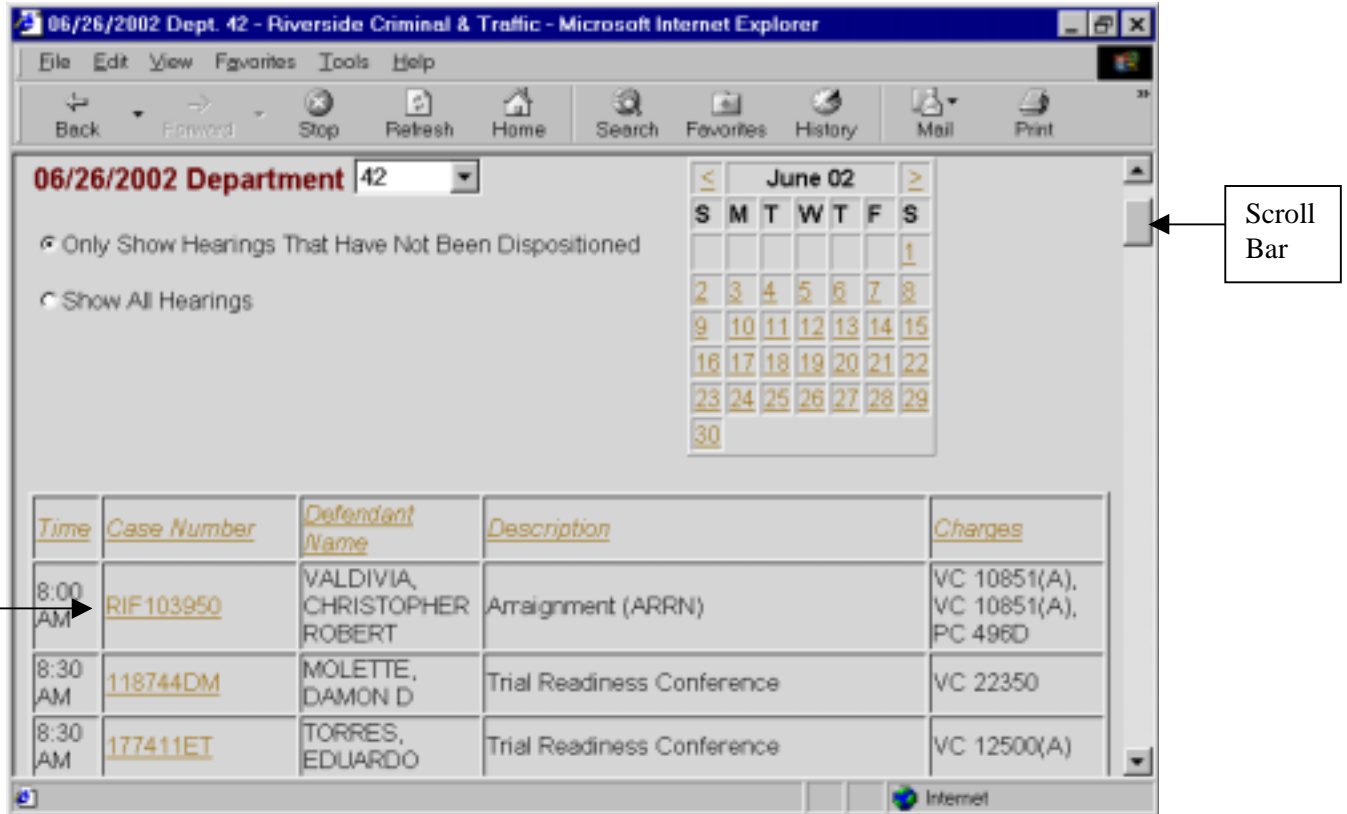


Figure 4

Use the scroll bar on the right to view all the cases on calendar.

Step 5: To view a case simply click on the case number.

The **charges** window will appear. (As shown on page 21 – figure 4)

Once you have accessed the case through the **charges** window you can then navigate through the case by clicking on the options listed at the top of the page. (e.g. Home, Def. Status, Charges, Actions, Minutes, Probation, Case Report)